



Service, Science, Sustainability

Under the leadership of the Commissioner of Public Lands, our work at the Department of Natural Resources (DNR) is done with the public's interest in mind, which means transparency and public knowledge. Our decisions are guided by sound science as we manage state trust lands, native ecosystems and natural resources. We support the vision of a sustainable future by protecting and managing the natural resources so future generations will have them.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. We generate revenue that supports public schools, state institutions and county services. But managing lands is only half of our story. We also protect other public resources such as fish, wildlife, water, and provide public access to outdoor recreation. Two of our largest and most important state-wide resource protection responsibilities are fire prevention and suppression, and overseeing forest practices.

The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees.

We have some of the most talented people in the industry. We honor diversity in the workplace and support one another with respect and trust. We invite you to learn more about our culture, our careers, and why some of the top forestry and natural science professionals have joined Washington DNR by visiting our [DNR website](#).

Fiscal Analyst 2 Recruitment #2011-11-5450

JOB CLASSIFICATION: Fiscal Analyst 2

SALARY RANGE: \$2920 – \$3819 per month
(\$2832 – \$3704 with 3% temporary reduction)

Important Note: From July 1, 2011 through June 29, 2013 a 3% temporary salary reduction is in effect for most positions. For specific information on the Temporary Salary Reduction, [click here](#).

TYPE OF POSITION: Permanent, Full-time. This position is represented by the WPEA.

Important Note: Once appointed to this position the incumbent will be required to pay union dues or other representation fees within the first 30 days of employment.

LOCATION: Colville, Washington

CLOSES: November 30, 2011

POSITION PROFILE:

This position reports to the Assistant Region Manager, Business and Operations and provides support to all managers in the preparation and review of region staff month and dollar budgets. As working supervisor of the region fiscal operations the position assigns work, plans, coordinates, approves documents, and conducts reviews of accounting and payroll systems and processes including:

- Accounts Payable and Receivable
- Employee Payroll
- Fire equipment agreements
- Agency Equipment Work Orders
- Equipment and Supply Purchases

REQUIRED QUALIFICATIONS:

- Ability to research, interpret and explain WAC, Collective Bargaining Agreements, agency policy and procedures, and other applicable regulations.
- Organizational and time management skills to meet many competing deadlines.
- Computer skills in Microsoft Word and Excel
- Oral and written communication skills (active listening and questioning)
- Math and accounting skills and reasoning
- Ability to present ideas effectively to diverse individuals and groups
- Ability to provide superior customer service through accuracy, availability, partnership and education
- Analysis - Uses data, information and independent judgment in a clear and rational thought process to assess and understand issues, evaluate options, form accurate conclusions, and make decisions.
- Recordkeeping - Consistently and accurately documents information.
- Fiscal Accountability - Responsibly and accurately handles the public's money when processing financial transactions and/or committing fiscal resources. Consistently follows applicable fiscal guidelines, regulations, principles and standards.

This level of knowledge and skill is typically achieved after:

- A Bachelor's degree, which includes 18 quarter or 12 semester hours in accounting, auditing, or budgeting and one to two years of relevant professional experience. Professional experience may substitute for education but not for the credit hours.
- Completion of training in performance management; and
- One year of experience as a lead worker with responsibility for assigning work to other staff, coaching other staff, and evaluating the work product of other staff; AND successful completion of a performance review period.

EMPLOYEE BENEFITS

The state of Washington offers a comprehensive benefits package including:

- [Medical](#), [dental](#), [life](#) and [long-term disability](#) insurance.
- Optional [long-term care](#), and [auto/home](#) insurance.
- Optional [medical flexible spending account](#).
- Vacation, sick, military, and civil leave.
- Eleven paid holidays per year.
- A state [retirement plan](#).
- Optional credit unions and savings bonds.

Optional [Deferred Compensation](#) and [Dependent Care Assistance](#) programs

Join our job announcement mailing list and view all current job opportunities. Visit: [DNR Jobs](#)

This announcement is published by the Washington State Department of Natural Resources (DNR). The DNR is an equal opportunity employer. Women, racial, and ethnic minorities, persons of disability, and disabled and Vietnam-era veterans are encouraged to apply. Persons with a disability who need assistance during the screening process, or those needing this announcement in an alternative format may contact DNR Recruiting staff (360) 902-1350 or (360) 902-1228. DNR may be contacted using the Washington State Telecommunications Relay Service (TTY) by dialing 711.

DESIRABLE QUALIFICATIONS:

- Displays balanced thinking that combines analysis, wisdom, experience and perspective.
- Maintains a positive attitude to sensitive and difficult interpersonal situations.
- Understands the vision/mission/goals of DNR and take actions that contribute effectively to the organization's business purposes.
- Experience with the state's human resource management system (HRMS).
- Knowledge of all pertinent rules, laws, policies and procedures or where to find them.
- Experience teaching/speaking to groups.

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Must have a valid driver's license and have two years of driving experience.

WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

APPLICATION PROCESS

To be considered for this position, please submit:

- A letter of interest describing how your experience and qualifications relate to the position profile, required and desired position qualifications, and special position requirements. Please indicate in your letter of interest how you learned of this opportunity.
- A completed application – [DNR Job Application](#) **and** a Resume including the names of three professional references.
- An online **voluntary** [Applicant Profile Questionnaire](#). (This form is not required and is submitted online. Please do **not** print out and send in with application materials).

The first screening will be based on information contained in your candidate materials.

Submit all materials by the closing date to:

Electronic method preferred

Heidi.Seitters@dnr.wa.gov

OR other method

Heidi Seitters
225 South Silke Road
Colville, WA 99114

NOTE: Please indicate 2011-11-5450 in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Heidi Seitters at #509-684-7474 or e-mail us at Heidi.Seitters@dnr.wa.gov.

